



Civil Service Commission

Monroe County, New York

Jean Carrozzi
Chairperson

Brayton McK. Connard, SPHR
Executive Director

October 26, 2017

JOHN SCALZO
432 HARWICK RD
ROCHESTER, NY 14609

Dear Applicant:

Your application has been approved for the following examination: **LIBRARY DIRECTOR I, OC-64668.**

There will be no written or oral test for this examination. Your examination score will be based on an evaluation of your training and experience. To have your training and experience evaluated, you must submit the appropriate Training and Experience (T&E) Questionnaire **by midnight on November 30, 2017. The questionnaire will be available on November 1, 2017.**

This examination is being administered online. You can complete the required Training and Experience Questionnaire online by visiting the New York State Department of Civil Service web-site at www.cs.ny.gov. The following steps will take you to the Training and Experience Questionnaire.

- From the State Department of Civil Service's home page, click on the "Learn More" box. This will take you to a web page with information relating to jobs in public service. Select "Employment Opportunities with New York State Local Governments." Once there, select the "Information for Approved Local Candidates" link.
- This will take you to a page titled "Online Examinations for Local Government Positions." From this page, you should then click on the "begin your examination" link. This will take you to the page titled "On-line Training and Experience Exam Selection." You will be directed to a log-in page from which you can log in and access the examination(s) for which you have been approved.

Once you have accessed the site and entered your candidate information, you will be able to view and complete the Questionnaire. It is recommended that you print a summary of the information you saved for your records.

Remember, the Training and Experience Questionnaire **must be submitted by midnight, November 30, 2017.**

If you have any questions about this matter, **please call Monroe County Department of Human Resources at 585-753-1700.**

Respectfully,

Monroe County Civil Service Commission